**[Applicant Name]**,

Thanks for taking the time to apply for our position. We appreciate your interest in **[company name].**

We're currently in the process of taking applications for this position. We will begin taking interviews **[time frame i.e. in the next couple weeks]**. If you are selected to continue into our interview process, our human resources department will be in contact with you by **[date, or estimated date]**.

Thank you,

**[Your Name]**

**[Your Title]**